



Manufacturing Production Technician Skill Standards Checklist

CERTIFICATION AREAS COMPLETED:

- ☐ Team environment (required)
 Select two (or more)
- ☐ Casting Processes
- ☐ Forging Processes
- ☐ Heat Treating Processes
- ☐ Plastic Molding Processes
- ☐ Welding, Brazing, Soldering
- ☐ Conventional Machining Processes
- ☐ Automatic Machining Processes
- ☐ A minimum of 900 work hours

Level One Requirements: Team environment,
plus a minimum of one or more processes.
A minimum of 450 work hours

Work Based Learning:

**Total Hours
Employed**

Company Name

Phone #

_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Name_____

School District_____

YA Consortium_____

YA Coordinator_____

☐ Computerized Machining Processes

☐ Assembly & Shipping

☐ Fabrication Processes

☐ Coating Processes

High School Diploma/GED/HSED

Date Received_____

Please sign this page if you have been a mentor, trainer or instructor of this student.

CERTIFICATION: I certify that this student has successfully completed the competencies required in my department.

_____ **Mentor/Trainer Signature** _____ Printed Name

_____ Department _____ Date Signed

_____ **Mentor/Trainer Signature** _____ Printed Name

_____ Department _____ Date Signed

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_____ **Mentor/Trainer Signature** _____ Printed Name

_____ Department _____ Date Signed

_____ **Instructor Signature** _____ **Instructor Signature**

_____ Printed Name _____ Printed Name

_____ Date Signed _____ Date Signed

_____ **Instructor Signature** _____ **Instructor Signature**

_____ Printed Name _____ Printed Name

_____ Date Signed _____ Date Signed

Work Within A Team Environment

RATING:

4 = Able to perform at entry level with minimal supervision

3 = Able to perform at entry level with supervision

2 = Performed skill during training program; additional training is required to develop entry level skill

1 = Has learned about the process, but was unable to perform with entry level skill.

NA = Not available

Score

1. Participant in team-based problem solving (A1)	4	3	2	1	NA
2. Participate in on-going training (A2)	4	3	2	1	NA
3. Participate in meeting team goals (A3)	4	3	2	1	NA
4. Participate in communicating team results (A4)	4	3	2	1	NA
5. Train other team members (A5)	4	3	2	1	NA
6. Participate in continuous improvement process (A6)	4	3	2	1	NA

Total # of items completed with a 3 or higher rating _____ (6 required to pass this section)

COMMENTS: _____

Assembly & Shipping (not required if two other process cards are completed)

RATING:

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NA = Not available

	<u>Score</u>				
1. Identify setup needed (B1)	4	3	2	1	NA
2. Select tools and parameters (B2)	4	3	2	1	NA
3. Check safety parameters (B3)	4	3	2	1	NA
4. Perform setup (B4)	4	3	2	1	NA
5. Verify setup (B5)	4	3	2	1	NA
6. Verify safety equipment is in place and functional (C1)	4	3	2	1	NA
7. Perform start up procedure (C2)	4	3	2	1	NA
8. Cycle and equipment (C3)	4	3	2	1	NA
9. Monitor product for customer specifications (C4)	4	3	2	1	NA
10. Transport materials (C12)	4	3	2	1	NA
11. Shutdown process equipment (C13)	4	3	2	1	NA
12. Prepare materials for assembly (D1)	4	3	2	1	NA
13. Verify materials for assembly (D2)	4	3	2	1	NA
14. Perform and verify assembly (D3)	4	3	2	1	NA
15. Perform quality checks of operation (D4)	4	3	2	1	NA
16. Test assembled product for function (D5)	4	3	2	1	NA
17. Build Packaging (E1)	4	3	2	1	NA
18. Package Product (E2)	4	3	2	1	NA
19. Monitor process/equipment for performance (C5)	4	3	2	1	NA
20. Adjust process for quality and productivity (C6)	4	3	2	1	NA

	<u>Score</u>				
21. Signal need for replacement materials (C7)	4	3	2	1	NA
22. Replenish process materials (C8)	4	3	2	1	NA
23. Record process data (i.e. labor, product, quality, maintenance inventory (C9)	4	3	2	1	NA
24. Take corrective actions to resolve problems (C10)	4	3	2	1	NA
25. Perform minor maintenance (C11)	4	3	2	1	NA
26. Apply documentation (i.e. manual, packing slip, warranty, inspection ticket, startup instruction) (E3)	4	3	2	1	NA
27. Ship per carrier specifications (E4)	4	3	2	1	NA
28. Run errands (E5)	4	3	2	1	NA
29. Select cleaning materials (F1)	4	3	2	1	NA
30. Select cleaning tools and equipment (F2)	4	3	2	1	NA
31. Clean production equipment (F3)	4	3	2	1	NA
32. Clean work area (F4)	4	3	2	1	NA
33. Follow disposal procedures (F5)	4	3	2	1	NA

Total # of items completed with a 3 or higher rating _____ (30 required to pass this section)

COMMENTS: _____

Process Category Competencies

Fill in Process Category: _____

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4. Perform setup (B4)	4	3	2	1	NA
5. Verify setup (B5)	4	3	2	1	NA
6. Verify safety equipment is in place and functional (C1)	4	3	2	1	NA
7. Perform start up procedure (C2)	4	3	2	1	NA
8. Cycle and equipment (C3)	4	3	2	1	NA
9. Monitor product for customer specifications (C4)	4	3	2	1	NA
10. Monitor process/equipment for performance (C5)	4	3	2	1	NA
11. Adjust process for quality and productivity (C6)	4	3	2	1	NA
12. Signal need for replacement materials (C7)	4	3	2	1	NA
13. Replenish process materials (C8)	4	3	2	1	NA
14. Record process data (i.e. labor, product, quality maintenance inventory (C9)	4	3	2	1	NA
15. Take corrective actions to resolve problems (C10)	4	3	2	1	NA
16. Perform minor maintenance (C11)	4	3	2	1	NA
17. Transport materials (C12)	4	3	2	1	NA
18. Shutdown process equipment (C13)	4	3	2	1	NA

Score

20. Select cleaning tools and equipment (F2)	4	3	2	1	NA
21. Clean production equipment (F3)	4	3	2	1	NA
22. Clean work area (F4)	4	3	2	1	NA
23. Follow disposal procedures (F5)	4	3	2	1	NA

Total # of items completed with a 3 or higher rating _____ (21 required to pass this section)

COMMENTS: _____

Process Category Competencies

Fill in Process Category: _____

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16. Perform minor maintenance (C11)	4	3	2	1	NA
17. Transport materials (C12)	4	3	2	1	NA
18. Shutdown process equipment (C13)	4	3	2	1	NA
19. Select cleaning materials (F1)	4	3	2	1	NA

Score

20. Select cleaning tools and equipment (F2)	4	3	2	1	NA
21. Clean production equipment (F3)	4	3	2	1	NA
22. Clean work area (F4)	4	3	2	1	NA
23. Follow disposal procedures (F5)	4	3	2	1	NA

Total # of items completed with a 3 or higher rating _____ (21 required to pass this section)

COMMENTS: _____

Special Projects or Certifications

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Instructor/Mentor Comments:

[illegible]

Instructor/Mentor Signature_____

Date Signed _____

Special Projects or Certifications

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Instructor/Mentor Comments:

[illegible]

Instructor/Mentor Signature_____

Date Signed_____

Notes

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